

## Position Description

Position title:	Carpenter and Joiner Tradesperson
Work location:	Waratah Works Depot
Directorate:	City Infrastructure
Reports to:	Building Trade Service Coordinator
Direct reports:	Nil direct reports, but responsible for supervising Apprentices on occasion
Salary Point:	8
Decision making:	Level 6 Management Hierarchy
Date revised:	January 2023

## Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Assets & Facilities service unit is part of the City Infrastructure Directorate and this role reports to the Building Trade Services Coordinator.

## What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What is the focus of this position?**

This position provides the effective and timely delivery of carpentry and joinery services, including maintenance and repair, to a diverse asset portfolio across City of Newcastle owned assets across the local government area.

**What you will be doing:**

- Working closely with your Coordinator, Team Leader and Team Members to provide safe and efficient carpentry and joinery services including delivery of new construction, maintenance, repair, enhancement and preservation to City of Newcastle's built assets.
- Managing the delivery of building construction and maintenance projects including planning, estimating, procuring labour, plant and material resources and supervising subcontractors / other employees / apprentices / volunteers
- Planning and organising jobs in a manner that promotes safety, competitive practices, complies with WHS standards, and practically applying risk management processes to daily work activities
- Performing allocated duties and making decisions in a work environment autonomous from direct supervision
- Maintaining a working knowledge of the procurement process and ensuring adherence to policy requirements when exercising the delegated purchasing authority of the position
- Participating in out of hour's callout service to instances of breakdown and vandalism involving Council's built assets and emergency works response
- Participating in a culture of continuous learning to improve skills and knowledge ensuring that you stay abreast of the latest technology, Australian building codes, regulations and work practices
- Any other accountabilities or duties as directed by the Manager which are within the employee's skill, competence, and training.

**The essentials you'll need:**

- A minimum qualification of Carpentry and Joinery Trade Certificate III, or equivalent
- Solid experience in, and knowledge of building construction, maintenance and repair
- High level carpentry skills, workplace knowledge and pride of workmanship
- A high level of self-motivation, initiative, ability to work unsupervised and the willingness to participate and contribute in a team environment
- Working knowledge of the current NSW WHS regulation 2011 and the Building Code of Australia
- Sound oral and written communications skills, and an organised approach to work including time management skills
- Ability to interact with all levels of staff, suppliers and customers, and to utilise influencing and negotiation skills
- Current driver's licence – Class C (manual) and current NSW WHS Construction Induction Card

**Other valuable skills you may have:**

- Computer literacy in MS office suite and knowledge of corporate software systems
- Experience in procuring labour, plant and material resources in accordance with procurement policies
- Demonstrated ability to read building specification plans and experience in cost estimating tasks
- Demonstrated ability to supervise subcontractors, other employees, apprentices and volunteers

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	